



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### REIMBURSEMENT FOR DAMAGED EMPLOYEE OWNED PROPERTY

**Effective Date:** August 30, 2006

**Policy #:** HR-13

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- I. PURPOSE:** To delineate employee and employer responsibilities regarding damage to or loss of personal property brought to the Hospital for use by an employee.
- II. POLICY:** Employees are ordinarily responsible for personal items they bring to work. The Hospital may reimburse employees for items like eyeglasses, hearing aides, etc. damaged during the process of providing personal care or physical intervention to a patient. Decisions to make reimbursement will be made on a case-by-case basis dependent on circumstances in each instance. This will be based on the necessity of the item to performance of the employee's job and the Hospital's responsibility in the matter. Jewelry other than wristwatches will not be reimbursed.

The Hospital is not necessarily liable for damage to employee caused by patients, unless an act or omission on the part of the Hospital led to the occurrence.

Reimbursement may be based on the value of the damaged item rather than the replacement cost up to a maximum of \$200.00 except in the case of vehicles.

### **III. DEFINITIONS:**

- A. Personal Items include but are not limited to, keys, money, pocketbooks, purses, billfolds, textbooks, vehicles, electronic devices, jewelry, etc.

### **IV. RESPONSIBILITIES:**

- A. Hospital Administrator - To authorize reimbursement for personal items under certain circumstances when determined appropriate.
- B. Safety Officer – to review information provided by employees and make a recommendation to the Hospital Administrator.

### **V. PROCEDURE:**

- A. Employees requesting reimbursement for damage to a personally owned item will file an incident report and provide a complete description of the incident and the item for which reimbursement is requested to the Safety Officer. The employee will also clearly identify the amount of reimbursement requested.
- B. The Safety Officer will review the information, conduct further inquiry as needed, and make a recommendation to the Hospital Administrator regarding reimbursement.

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- C. The Hospital Administrator will determine whether reimbursement is appropriate. This decision will be primarily based on the importance of the item to the employee's ability to carry out their duties, and the extent to which the Hospital is responsible for the damage.
- D. Reimbursement for vehicle damage may be limited to the amount of the deductible carried on the employee's insurance coverage, if the damage is caused by a Hospital patient, but is not necessarily the Hospital's responsibility.

**VI. REFERENCES:** None

**VII. COLLABORATED WITH:** Hospital Administrator, Safety Officer

**VIII. RESCISSIONS:** #HR-13, *Reimbursement for Damaged Employee Owned Property* dated December 18, 2002; HOPP # 6-0PA.062582, *Personally Owned Articles Brought to Montana State Hospital by Hospital Personnel* dated April 8, 1996.

**IX. DISTRIBUTION:** All hospital policy manuals

**X. REVIEW AND REISSUE DATE:** August 2009

**XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources

**XII. ATTACHMENTS:** None

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Ed Amberg Date  
Hospital Administrator